

~~SECRET~~  
SECURITY INFORMATION

MEMORANDUM

TO:

SUBJECT: Delinquent Advance Account

1. It has been brought to the attention of this office that no accounting has been received from you since \_\_\_\_\_. This last accounting covered the period through \_\_\_\_\_.

2. As you are aware, current regulations require accountings to be submitted once monthly. Accountings for longer periods are difficult for the individual to prepare, and the long retention of documents in the field constitutes a security hazard. Further, delay in submitting accountings often ends in a loss of records and a resultant personal loss to the individual. Even where no expenses have been incurred, your acknowledgement of receipts of funds and your statement of advances and transfers to other persons are necessary for the completion of the accountings of Headquarters and field personnel with whom you may have had dealings.

3. Therefore, whether or not any expenditures have been made, it is requested that you submit an accounting immediately. In this accounting show all cash receipts; expenditures, if any; advances to other persons, if any; and your actual cash balance on hand. Travel claims should, of course, be accompanied by an itinerary. All available receipts should be forwarded or reason for failure to forward should be given.

4. Your immediate reply is expected.

EXO/PC